

**NORTH CHARLESTON SEWER DISTRICT
JOB DESCRIPTION, OCTOBER 2014**

**JOB TITLE: COLLECTION SYSTEM OPERATOR I
TRANSPORTATION AND COLLECTION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under regular supervision, performs semi-skilled sewer line construction, maintenance, repairs, and correction duties. Corrective maintenance reports to the Crew Leader, Preventative maintenance reports to Assistant Transportation and Collection Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow other job-related instructions and to perform any other job-related duties requested by their supervisor

Assists in the operation and maintenance of sewer main lines, laterals, and pumping stations.

Makes taps, tie-ins, and repairs broken lines.

Unstops mainline and manholes.

Completes service call work orders.

Receives and/or reviews various records and reports such as safety training, and work orders.

Prepares and/or processes various records and reports such as service request work orders, vehicle pre-trip log sheet..

Refers to wastewater collection system manual, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles, equipment, and machinery such as dump truck, wash out truck, and, fork lift.

Uses a variety of tools such as chain cutters, pipe saw, tape measure, etc.; and a variety of supplies such as PVC pipe, fittings, glue, etc.

Interacts and communicates with various groups and individuals District employees and the general public.

COLLECTION SYSTEM OPERATOR I

ADDITIONAL JOB FUNCTIONS

Responds to service calls during the day and after hours.

Assists with SSO clean up.

Assists with bypass pump set up.

Assists with line inspections.

Assists with asphalt and concrete repairs.

Assists with combination truck operation.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by six months of related experience in sewer or construction industry; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must obtain a class "D" Wastewater Collection Systems Certification within six months of employment. Must have a valid South Carolina Vehicle operator license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a vehicle, construction equipment, various tools, etc. Must be able to exert up to 100 pounds of force occasionally and/or a 75 of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are heavy work; work involves sitting, standing and walking, climbing, operating machinery, working in confined spaces, climbing, stooping, kneeling, crouching, pushing, pulling and lifting/carrying weights of up to 100 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction from supervisor.

Language Ability: Requires ability to read a variety of codes, engineering drawings, technical diagrams, equipment manuals, etc. Requires the ability to prepare reports, records, as-built drawings, forms, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary

COLLECTION SYSTEM OPERATOR I

occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds and in a variety of technical and/or professional languages.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of algebra, trigonometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using machinery, tools and instruments; to operate motor vehicles and construction equipment.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a significant degree and to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Transportation and Collection Department as they pertain to the performance of duties of the Collection System Operator I. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has working knowledge of general pipe maintenance, construction, and labor tools, equipment and practices. Has working knowledge of the occupational hazards and safety precautions necessary for the proper performance of heavy manual work and to light equipment operations. Is able to help ensure compliance with all laws and regulations. Has working knowledge of practices as applied to sewer system construction and maintenance. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret technical materials pertaining to the responsibilities of the job. Is able to prepare required reports and records with accuracy and in a timely manner. Has the mathematical ability to handle required calculations. Has knowledge of how to maintain effective relationships with consumers, government personnel, professionals and members of the public through contact and cooperation. Has knowledge of the terminology and various professional languages used within the agency. Has knowledge of how to react calmly and quickly in emergency situations. Has knowledge of and the ability to enforce the safety regulations

COLLECTION SYSTEM OPERATOR I

and procedures to be used in construction and maintenance work. Is able to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to upper management with respect to leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

COLLECTION SYSTEM OPERATOR I

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.